

IMPROVEMENT PLAN OUTLINE

SMALL BUSINESS OR DVBE

(Prepare a separate plan for each.)

INSTRUCTIONS: When a state agency does not meet the required state contracting participation goal(s) for DVBE (at least 3 %) and/or SB (at least 25 %), an Improvement Plan must be developed. Submit DVBE and/or SB improvement plan(s) with the annual Contracting Activity Report (Std. 810 form), and submit only the DVBE plan with the annual DVBE Participation Report.

FY _____

Prepared by: _____
Department/Division/Office

- I. Summary of Small Business or DVBE Participation**
- II. Explain Why the Participation Goal Was Not Achieved**
- III. Plan to Enhance Contracting Opportunities for Small Business or DVBE**

A. Policy

List major policies that have been or will be implemented by the department.

Example: The department and its SB/DVBE Advocate shall actively promote the use of SBs (DVBEs) in purchasing and contracting activities toward achieving a participation goal in excess of 25 percent for SBs (three percent for DVBEs).

B. Collaborative Efforts

List measurable activities that have been or will be implemented by the department.

Example: The department will form a SB (DVBE) advisory group to examine current departmental practices related to doing business with SBs (DVBEs); and will identify ways to increase the use of SBs (DVBEs) in the new fiscal year.

C. Contracting Practices

Discuss how the department will directly promote and encourage SB/DVBE involvement in contract bids and subcontracting with SB/DVBEs.

Example: Our department will include the following language in contract bid advertisements: "The State encourages Small Businesses, and Disabled Veteran Business Enterprises to apply."

- IV. Planning and Advocacy**
- V. Monitor and Continuously Improve**